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ICS/Registry

Admin-SR

DCI/ICS 6269-87
3 December 1987

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MEMORANDUM FOR: IC Staff Directors and Committee Chairmen

FROM:

[redacted]
Chief, Administrative Staff, ICS

SUBJECT:

Designation of ICS Personnel Responsible
for the Preparation and Certification of
Time and Attendance Reports

REFERENCE:

Memorandum DCI/ICS 6121-87 dated 9 February 1987,
same subject (Rescinded)

1. In accordance with paragraph 2a, [redacted] and effective this date,
the following designated ICS personnel are responsible for the preparation
of Time and Attendance Reports for the offices indicated:

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<u>Office</u>	<u>T & A Clerk</u>	<u>Black</u>	<u>Secure</u>
O/D/ICS			
AS			
AS/Registry			
CCI&SCMO			
R&EO			
<u>COMIREX Staff</u>			
CMX/OD (CRB, OAB)			
CMX/OD/SRB			
EXRAND			

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and Certification of Time and Attendance Reports**

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CMX/SID
(RIB, C9X, COB)

CMX/PAD
(I&AB, PSB, DRB)

HCS

IHCS

LLS

MASINT

PBO

PPO

SIGINT

SIRVES/SC

SORS/SC

SS

2. Specific responsibilities and instructions for time and attendance reporting are contained in a copy of which is on file with the Administrative Staff. All Time and Attendance Reports should be processed and turned in to the Administrative Staff NLT 1200 hours on Friday of the end of the pay period for forwarding to the Payroll Office.

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3. The following senior officers are delegated to certify all regular time, occasional overtime, and holiday work in their offices as outlined in

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<u>Office</u>	<u>Designee</u>
Office of Director, ICS (O/D/ICS)	D/ICS, DD/ICS, DDR&E/ICS
Administrative Staff (AS)	C/AS & DC/AS
Community CI & Security CM Office	D/CCI&SQMO & DD/CCI&SQMO
EXRAND/COMIREX	C/EXRAND & EXEC SEC/EXRAND
Requirements and Evaluation Office (R&EO)	D/R&EO & DC/R&EO
Committee on Imagery Requirements and Exploitation Staff	Chm/COMIREX and VC/COMIREX)
Operations Division (OD)	C/OD and DC/OD
Standing Requirements Branch (SRB)	C/SRB
Current Requirements Branch (CRB)	C/CRB
Operations Analysis Branch (OAB)	C/OAB
System Integration Division (SID)	C/SID and DC/SID
Requirements Integration Branch (RIB)	C/RIB
C9X	C/C9X
CAMS Operations Branch (COB)	C/COB
Plans and Analysis Division (PAD)	C/PAD
Issues & Analysis Branch (I&AB)	C/I&AB
Programmed Systems Branch (PSB)	C/PSB
Data Requirements Branch (DRB)	C/DRB
 HUMINT Committee Staff	 Chairman/HUMINT & VC/HUMINT
Information Handling Committee Staff	Chairman/IHC & VC/IHC
Legislative Liaison Staff	C/LL
MASINT Committee Staff	Chairman/MASINT & VC/MASINT
Program & Budget Office (PBO)	D/PBO & DD/PBO
Planning & Policy Office (PPO)	D/PPO & DD/PPO

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SIGINT Committee Staff
SIRVES/SC
SORS/SC

Chairman/SIGINT & VC/SIGINT
C/SIRVES & VC/SIRVES
C/SORS & VC/SORS

Secretariat Staff (SS)

C/SS

**4. Any questions regarding time and attendance reporting should be
referred to [redacted] of the Administrative Staff. She may be reached
on [redacted]**

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[redacted]
Chief, Administrative Staff, ICS

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